



# Administrative Assistant

## Description

### Job Description

1. 1 vacancy
2. Languages: English
3. Education: Secondary (high) school graduation certificate
4. Experience: 2 years to less than 3 years
5. Responsibilities:
6. Tasks
  - Arrange and co-ordinate seminars, conferences, etc.
  - Direct staff
  - Evaluate daily operations
  - Plan and control budget and expenditures
  - Supervise other workers
  - Establish and implement policies and procedures
  - Plan, develop and implement recruitment strategies
  - Schedule and confirm appointments
  - Manage training and development strategies
  - Greet people and direct them to contacts or service areas
  - Perform data entry
  - Provide customer service
  - Recruit and hire staff
  - Perform basic bookkeeping tasks
  - Supervision: 3-4 people; 5-10 people
7. Benefits
8. Other benefits

## Closing Date

December 31, 2024

## Categories

Business, Finance and Administration

## Employer

Grow More Transport Ltd.

## Location

Assiniboine South

## Address

West St Paul - 305-611  
Northumberland RD,  
Winnipeg, R4A 3A6

## Job Type

Permanent

## Education Level

High School

## Email

gurpalkhosa51@yahoo.com

9. Free parking available

